

Operator's Lesson Plan

Missing Person File

I. Introduction

The entry of missing persons into IDACS and NCIC will provide law enforcement with the means to locate people and return them safely to the complainant.

II. Objective

Upon completion of this lesson, the user will be able to answer test question related to the entry of missing person data into IDACS/NCIC.

III. Unique Identifier Inquiry (QM) and Missing Person Inquiry (QW)

1. The following fields are mandatory for a nonunique identifier inquiry: ORI, AGE, SEX, RAC, EYE, HAI, HGT, and WGT.
2. The NAM Field is optional.
3. The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus 1 year will be searched. If the person inquired upon is 100 years old or older, the first character (1) should be dropped.
4. Sex, race, eye color, and hair color should be coded. A search on each of these fields will retrieve any record with a corresponding code.
5. Approximate height in the inquiry plus or minus 3 inches will be searched.
6. Approximate weight in the inquiry plus or minus 10 pounds will be searched.
7. When a nonunique identifier inquiry is received, the Missing Person File is searched for possible matches. The sex, race, eye, and hair color codes in the possible match must be identical to the sex, race, eye, and hair color codes in the inquiry. Age, height, and weight in the possible match may vary from the age, height, and weight in the inquiry.

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8. A score is assigned to each possible match. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the possible match. The score is used by NCIC 2000 to select up to 20 most likely candidate records for the response to the inquiring agency.
9. To determine if a hit (identification) has been made, the inquiring agency must review all of the identification data in the possible matches and contact the agency that entered the record(s) to confirm a match.
10. An inquiry (QW) of the Missing Person File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, and day), FBI, MNU, SOC, and OLN, with each data element preceded by the proper MFC. Additionally, inquiries may be made using vehicle data (LIC, LIS, and/or VIN and VMA); NAM and OCA; or NIC only, with each data element preceded by the proper MFC. Note: Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.
11. Inquiry responses from the Missing Person File can include persons who are disabled, endangered, missing involuntary, juveniles, victims of catastrophe, and other not meeting the criteria for missing or reasonable concern for his/her safety.

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A. Missing Person Inquiry Transaction (QM)

USER DATA

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

AGENCY/CASE DATA

Originating Agency Code (ORI)

PERSON DATA

Name (NAM)

Expanded Name Search (ENS) Sex (SEX) Race (RAC)

Height (HGT) Weight (WGT) Hair Color (HAI)

Eye Color (EYE) Age (AGE) Search Area (ARE)

TEST INDICATOR

Test Indicator

RETURN RESTRICTION DATA

Return Restriction (HIT)

Command:

FOX-PRIM T DPS21 TRN21 LOG 0 Message 11:44

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Agency/Case

1. Originating Agency Code (ORI)
 - a. Required.
 - b. Enter the nine (9) character code.

Person Data

1. Name (NAM)
 - a. Last name, First Name, Middle Initial or name.
 - b. Inclusion of a name in the inquiry will limit the response.
2. Expanded Name Search (ENS)
 - a. Shall be "Y" for Yes or "N" for No. If Yes, then an expanded name search shall be included using a permutation of surname, first name, middle initial and vice versa. The default value is "N".
3. Sex (SEX)
 - a. Male (M).
 - b. Female (F).

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4. Race (RAC)
 - a. A Asian or Pacific Islander
 - I American Indian or Alaskan Native
 - B Black
 - W White
 - U Unknown
5. Height (HGT)
 - a. Required.
 - b. Enter a three numeric digit.
6. Weight (WGT)
 - a. Required.
 - b. Enter a three numeric digit. Must be between 050 - 499
7. Hair Color (HAI)
 - a. Required.
 - b. Must be one of the valid NCIC codes.
8. Eye Color (EYE)
 - a. Required.
 - b. Must be one of the valid NCIC codes.
9. Age (AGE)
 - a. Required.
 - b. Enter a two numeric digit. Enter an approximate age.
10. Search Area (ARE)
 - a. Enter the two character state code. This will cause a Search for the selected state.
 - b. Enter the two character state code followed by an asterisk. This will cause a search for the selected state and the US. Ex: ARE/CA will retrieve records with AZ, CA, NV, OR and US in the first two positions of the ORI field. ARE/CA* will retrieve records with CA and US in the first two positions of the ORI field.

Test Indicator

1. Test Indicator
 - a. If indicated Yes, the transaction will be sent to the NCIC test system. This test system is used by the IDACS/NCIC administrative staff.
 - b. Defaults to NO and should not be changed unless directed by the IDACS staff.

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Return Restriction Data

1. Return Restriction (HIT)
 - a. Defaults to 10. Must be between 1 and 999. This will be the maximum number Hits returned from the IDACS Hot files.

Command Bar

1. Command bar – to pull up the screen by message key type in TF (Transaction Form) space and then the appropriate message key code. Example: TF QM.

B. Person Inquiry Transaction (QW/ZW)

PERSON INQUIRY TRANSACTION (QW)

AGENCY/CASE DATA

Originating Agency Code (ORI) NCIC Number (NIC)

Agency Case Number (OCA) Warrant Number (WNO)

Related Search HIR (RSH)

PERSON DATA

Name (NAM)

Expanded Name Search (ENS) Sex (SEX) Race (RAC)

Date of Birth (DOB) Social Security Number (SOC)

Miscellaneous Number (MNU) FBI Number (FBI)

License Number (OLN)

VEHICLE DATA

Vehicle ID Number (VIN)

Make (MA)

LICENSE PLATE DATA

License Plate (LIC) State (LIS)

IMAGE DATA

Image Indicator (IND)

TEST INDICATOR

Test Indicator

RETURN RESTRICTION DATA

Return Restriction (HIT)

Command:

FOX-PRIM T DP521 TRN21 LOG 0 Message 11:35

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Agency/Case

1. Originating Agency Code (ORI)
 - a. Required.
 - b. Enter the nine (9) character code.

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2. NCIC Number (NIC)
 - b. Inquiries can be made by the NIC number only, if available.
3. Agency Case Number (OCA)
 - a. Required.
 - b. Entering Agency's Case Number.
4. Warrant Number (WNO).
 - a. Must not be more than twenty five alphanumeric characters.
 - b. One zero only or a run of zeros only is prohibited.
5. Related Search Hit (RSH)
 - a. Shall be "Y" for yes or "N" for no to indicate the user wishes records related to the primary hit by ORI and OCA to be included in the hit response.
 - b. The default value is "Y".

Person Data

1. Name (NAM)
 - a. Last name, First Name, Middle Initial or name.
2. Expanded Name Search (ENS)
 - a. Shall be "Y" for Yes or "N" for No. If Yes, then an expanded name search shall be included using a permutation of surname, first name, middle initial and vise versa. The default value is "N".
3. Sex (SEX)
 - a. Male (M).
 - b. Female (F).
4. Race (RAC)
 - a. A Asian or Pacific Islander
I American Indian or Alaskan Native
B Black
W White
U Unknown
5. Date of Birth (DOB)
 - a. MMDDYYYY.

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6. Social Security Number (SOC)
 - a. Must be nine (9) numeric characters.
7. Miscellaneous Number (MNU)
 - a. Minimum of four and maximum of fifteen characters.
 - b. The first two characters must be a valid NCIC alphabetic code.
8. FBI Number (FBI)
 - a. Must be a number assigned by the FBI.
9. License Number (OLN)
 - a. Must not be more than twenty alphanumeric characters.

Vehicle Data

1. Vehicle ID Number (VIN)
 - a. Enter a maximum of twenty alpha and/or numeric characters.
2. Make (MAK)
 - a. Must be a valid NCIC 2000 Code.

License Plate Data

1. License Plate (LIC)
 - a. Enter up to ten valid characters in this field.
2. State (LIS)
 - a. Must be two alphabetic characters.
 - b. Must be a valid NCIC code.

Image Data

1. Image Indicator (IND)
 - a. Y – Yes, N – No.
 - b. Defaults to No.
 - c. Image data related to each primary hit response will be returned.

Test Indicator

1. Test Indicator

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- b. Defaults to NO and should not be changed unless directed by the IDACS staff.

Return Restriction Data

1. Return Restriction (HIT)
 - a. Defaults to 10. Must be between 1 and 999. This will be the maximum number Hits returned from the IDACS Hot files.

Command Bar

1. Command bar – to pull up the screen by message key type in TF (Transaction Form) space and then the appropriate message key code. Example: TF QW, TF ZW.